

UNITED STATES GENERAL ACCOUNTING OFFICE  
WASHINGTON 25, D. C.

OFFICE OF  
ADMINISTRATIVE SERVICES

RMSB 2700.1.1.37

September 17, 1957

Mr. E. R. Saunders, Comptroller  
Central Intelligence Agency

Dear Mr. Saunders:

Reference is made to your letter dated August 9, 1957, forwarding Standard Form No. 115 and requesting that the General Accounting Office furnish the retention periods for the records of the Central Intelligence Agency listed in the schedule.

The approved retention periods for these records, including in-  
sertions to items numbered 33 and 34, are as indicated:

Item No. 31. Personal Service Contracts for Consultants or Experts. 12 years

Item No. 32. Original payroll and related certification sheets for indigenous employees such as Standard Forms 1013, 1128, or equivalents. (Individual Record Card not maintained.) 56 years

Item No. 33. Original Washington and Foreign accounts current, all supporting vouchers, schedules, documents, and related papers exclusive of freight and passenger transportation and payroll records. 12 years

Item No. 34. Original vouchers covering passenger transportation charges and related papers.

A. Domestic Travel Prior to Jan. 1, 1941  
B. Foreign Travel Prior to Jan. 1, 1941

Additional item. Original vouchers covering freight transportation charges and related papers. Prior to Jan. 1, 1941

Sincerely yours,

2 October 1957 - Mr. Humphrey said that all vouchers & related papers covering passenger transportation, domestic & foreign and all freight vouchers subsequent to Jan. 1, 1941, should be retained indefinitely \* 25

*Walter R. Humphrey*  
Chief, Records Management and Services Branch

\* and records prior to Jan. 1, 1941 can be destroyed